

DELPHI Skills Assessment for AR Federal Administrator

Check the response that best matches your experience. **Circle** (or highlight) the 5-10 skills that relate to areas where you need additional (or refresher) training in order to use the system more effectively in your job.

Skills	Does not apply to my job	Proficiency						
		I don't know how	I need help	I can do with written steps	I can do with some help	I can do without help	I can explain what I am doing	I can teach someone else
Basic Navigation								
Waive Late Charges								
Maintain Cash Receipts								
1099-C								
Maintain 1099-C Information								
Define 1099-C Federal Options								
Run 1099-C Electronic Filing								
Run 1099-C Preprinted Form Report								
Run 1099-C Setup Process								
Manage Invoice Status								
Manage Invoice write-offs								
Interagency Transfers								
OPAC Billing Transactions								
Inquire Funds Availability								
Define Federal Setup Options								
Define Interest Rates								
Define Quickcodes								
Define Receivable Types								
Print 1096-Annual Summary and Transmittal of U.S. Information Returns								
Accrue Finance Charges								
Apply Cash Receipt Execution Report								
Assign Finance Charges								
Identify Federal Employees								
Print SF1081								
Print SF-1080								
Print Batches of SF-1080s								
Print New SF-1080s								
Print Selected SF-1080s								
OPAC Billing Data								
Format Program								
Re-run Format Program								
Receivables from The Public Report								
Status of Funds Report								
Status of Obligation Report								